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TCS 392000-77  
11 November 1977  
Copy 5 of 8

MEMORANDUM FOR: Acting Deputy Director of Central Intelligence  
VIA : Acting Deputy Director for Administration  
FROM : Clifford D. May, Jr.  
Director of Data Processing  
SUBJECT : DCI Annual Report Input (U)  
REFERENCE : D/OPP memo to A/DDCI dtd 12 Oct. 1977,  
same subject (DCI/IC 77-6360) (U)

1. (U) Action Requested: This memorandum contains a recommendation in paragraph 3.

2. (U) Background: The preparation of the 1978 DCI Annual Report on the Intelligence Community is now underway. You have been requested to provide a draft segment on ADP matters for possible use in the Report. The Office of Data Processing has drafted this segment and included it as an attachment to a cover memorandum for your signature.

3. (U) Recommendation: I recommend that you sign the attached cover memorandum addressed to [REDACTED], Office of Policy and Planning, and forward it and its attachment to the addressee.

[REDACTED]

for Clifford D. May, Jr.

Att: a/s

CONCUR:

/s/ Michael J. Malanick

14 NOV 1977

Acting Deputy Director for Administration

Date

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Letterhead

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28 NOV 1977

MEMORANDUM FOR: Office of Policy and Planning  
ATTENTION : [REDACTED]  
FROM : John F. Blake  
Acting Deputy Director of  
Central Intelligence  
SUBJECT : DCI Annual Report Input  
REFERENCE : D/OPP Memo to A/DDCI, dtd 12 October 1977,  
Same Subject

Attached is our suggested input to the DCI Annual Report in response to your request of 12 October 1977. If you have any questions about this material, please contact the Director of Data Processing, Mr. Clifford D. May, Jr.,

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[REDACTED]

/s/John E. Blake

John F. Blake  
Acting Deputy Director

Att: a/s

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## AUTOMATIC DATA PROCESSING (U)

### ORGANIZATION (U)

(U) The ADP segment of the DCI Annual Report can be organized into the following sections:

- ° Major ADP Systems Developed
- ° ADP Management Controls Established
- ° Central Computer Resources Improved
- ° Major ADP Systems in Development
- ° ADP Coordination and Cooperation in the Intelligence and Federal Communities
- ° ADP Trends and Changing Environment.

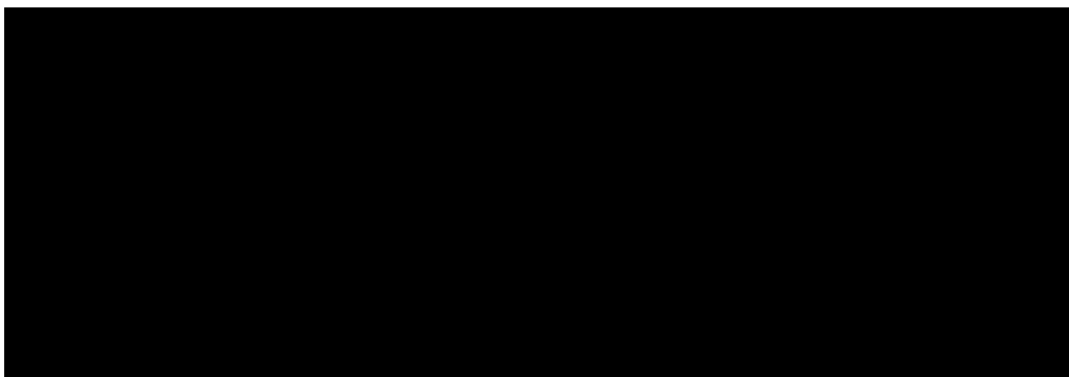
### HIGHLIGHTS (U)

(U) Highlights for each of these sections are provided below. A more detailed description of the asterisked (\*) sections follows.

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### MAJOR ADP SYSTEMS DEVELOPED (U)

(C) ° \*



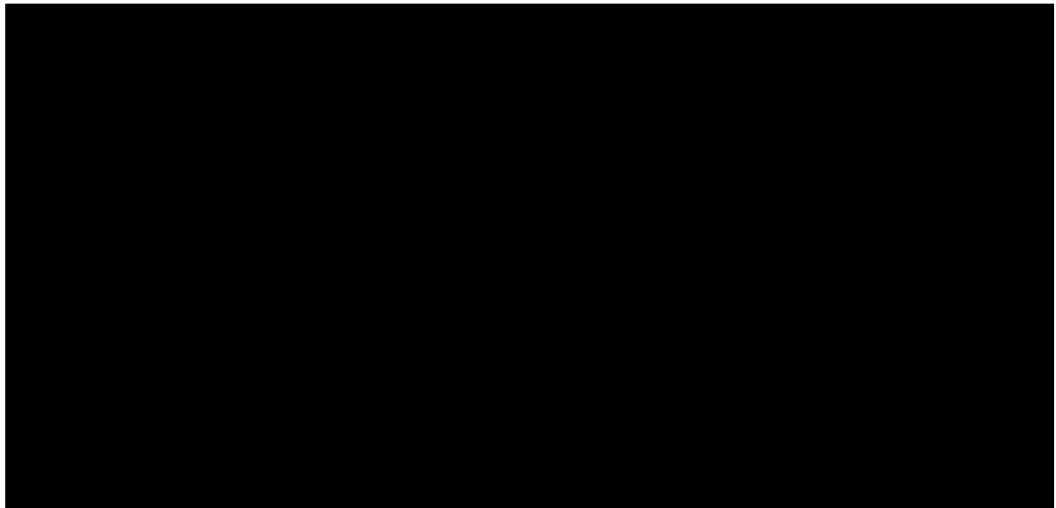
(U) ° \* CIA's General Accounting System (GAS) completed its first year of operation by closing out the fiscal year in October 1977 in record time. This online computer based accounting system is reported to be one of the most sophisticated and advanced in

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(C) ° \*

ADP MANAGEMENT CONTROLS ESTABLISHED (U)

- (U) ° \* The Executive Advisory Group (EAG) of CIA is now directly involved in managing ADP resource planning and utilization throughout the Agency.
- (U) ° \* A revised CIA regulation on ADP management that establishes tighter controls on ADP procurement and utilization is currently being coordinated in draft in CIA.

CENTRAL COMPUTER RESOURCES IMPROVED (U)

- (U) ° CIA's central computer facilities were improved through technical enhancements, both hardware and software, to accommodate growths in consumption of the following services:
  - ° A 10% increase (to 1,800) in the average number of batch computer jobs processed daily.
  - ° A 15% increase (to 150) in the number of concurrent computer terminal users linked to the interactive (or time sharing) computer system.

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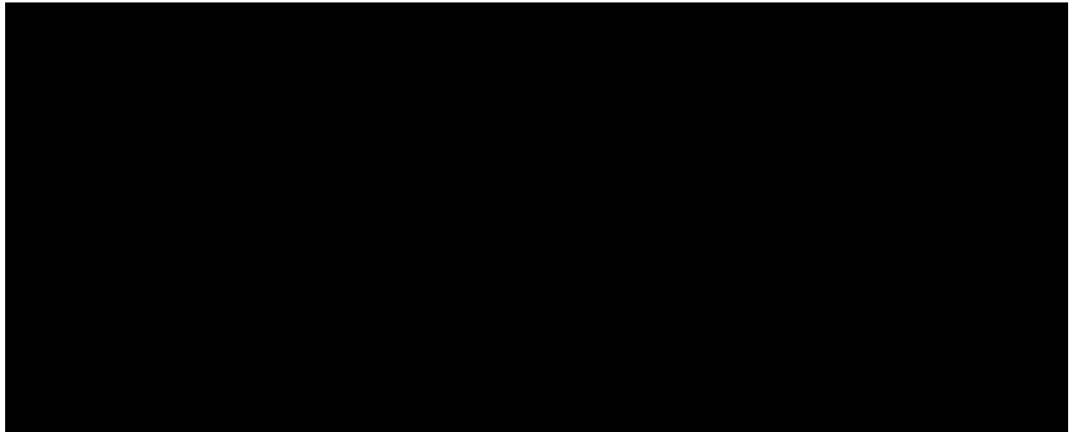
- ° A 24% increase (to 8,700) in the average number of transactions processed on prime shift by the online data base management system known as GIMS.

(U) ° CIA's central online data base management system, GIMS, was made available to users 24 hours a day, 7 days a week, rather than simply during normal working hours.

(U) ° An automated tape library management system was installed to simplify and improve clerical record keeping and to reduce manual tape handling time.

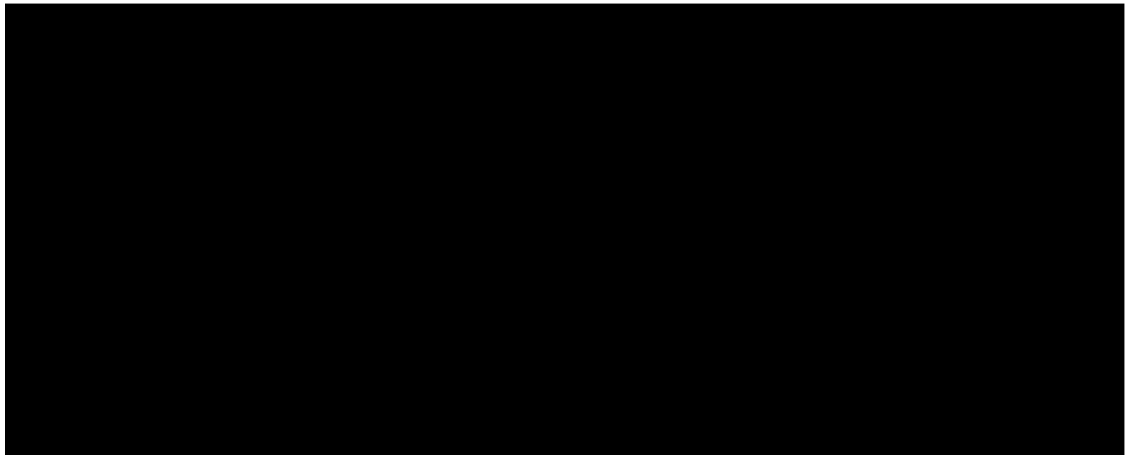
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(FOUO) °



MAJOR ADP SYSTEMS IN DEVELOPMENT (U)

(C) °



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- (U) ° \* The Design Competition Phase of the SAFE (Support for the Analyst's File Environment) project for CIA and DIA is now underway. [REDACTED]

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[REDACTED] have been awarded contracts to develop a system design for SAFE by July 1978. The contractor with the better design will be selected as the principal contractor to continue the SAFE system development through FY 1979. (See also SAFE/ADISS section.)

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- (C) ° \* [REDACTED]

ADP COORDINATION AND COOPERATION IN THE INTELLIGENCE AND FEDERAL COMMUNITIES (U)

- (U) ° \* CIA and DIA have established a Joint Project Management Office (JPMO) for SAFE/ADISS system development. The JPMO's objective is to save money through joint development and procurement of CIA's SAFE (Support for the Analyst's File Environment) system and DIA's ADISS (Advanced Defense Intelligence Support System).
- (U) ° \* CIA is an active participant in a GIMS Users Group established by several federal agencies in the Washington, D.C. area to facilitate the exchange of information on this unique online data base management

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system. GIMS (Generalized Information Management

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System) was developed and is supported under contract

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by [REDACTED] for CIA. Several major systems at CIA,

including [REDACTED] and GAS mentioned above, have been

developed with this software system.

(U) ° CIA continues to honor requests for copies of unclassified computer software and associated documentation and participates in the Federal Software Exchange Program.

(U) ° CIA participates in National Bureau of Standards task groups developing ADP standards and participates in federal ADP user groups concerned with ADP management, such as the Interagency Committee on ADP and the Federal ADP Users Group.

(U) ° \* CIA has taken a pioneering approach to and a leading role in the area of cartography automation, and has shared its unclassified developments and data resources with other agencies and the general public, primarily through the Department of Commerce's National Technical Information Service (NTIS).

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GENERAL ACCOUNTING SYSTEM(U)

STATUS(U)

(U) The General Accounting System (GAS) for CIA became operational on 1 October 1976, coinciding with the beginning of the new federal fiscal year. GAS completed its first year of successful operation in October 1977 by closing out fiscal year-end accounting in record time. This system is currently being studied by other Federal agencies that are developing similar systems.

BACKGROUND(U)

STATINTL

(U) The development of GAS took three years, cost about [REDACTED] and required the cooperative efforts of a large number of professional and technical employees in the Office of Finance and the Office of Data Processing. As a result of this major systems development, the Agency now has a vastly improved financial management information system that is being used by all components of the Agency at all levels of management. Through the merger of this new GAS system with the previously developed Financial Resources System (FRS) for budget management, the Agency now has an integrated (or interfaced) Agency Financial System (AFS) that provides up-to-date financial data for both budget and accounting requirements.

(U) GAS provides the Budget and Fiscal Officers (B&F) throughout the Agency an accurate and timely method of tracking monetary

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obligations, and expenditures for such things as training, travel, procurement, salaries, and other personnel expenditures. Also, the system provides various components of OF with current data on trial balances, balance sheets, general ledger balances, and Agency status on obligations, allotments, and encumbrances (property procurement).

### MAJOR FEATURES (U)

(U) Financial management experts external to CIA (the General Accounting Office) have stated that GAS is probably one of the most sophisticated and advanced automated accounting systems in the federal government today. GAS was designed to satisfy a variety of accounting requirements, to provide flexible and expanded user services, and to take advantage of modern ADP technology to its fullest extent. From a B&F user's point of view, the major features of the system are its accessibility, flexibility, and timeliness. From the system manager's and operator's point of view, the major features of the system are its balanced workload and improved controls.

These features were achieved by:

- a. (U) Including in the system requirements the needs of each B&F end user assigned to the variety of components throughout the Agency with special missions and functions.
- b. (U) Providing B&F users on-line access to system data through terminals with a direct query capability rather than making them wait for periodic financial reports.

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- c. (C) Processing 1500 to 2000 financial transactions daily to keep the data current, thus spreading the data input and processing load over the entire month.
- d. (U) Providing extensive training and documentation to B&F users to gain their acceptance of the system.
- e. (U) Using source documents for data input at distributed input centers, thus eliminating duplication of financial data and delays introduced by transporting documents to a central site.

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- f. (U) Using transaction code processing to automatically apply transactions to the appropriate ledger file rather than using double entry bookkeeping.
- g. (U) Providing a smooth interface between GAS and other computer systems that provide and use GAS data, such as the Office of Logistics' Inventory Control System (ICS), and Contract Information System (CONIF).
- h. (U) Using the editing capability of IV Phase key-to-disk data entry equipment to check financial transactions at the point of input for proper format and reasonableness, thus ensuring a greater degree of data reliability and allowing data correction at time of entry.
- i. (U) Producing Agency Financial Trend Reports in less than five days after the end of the month rather than the former 12 to 16 days.
- j. (U) Doing extensive system testing to ensure the system worked properly before putting it into operation.
- k. (U) Completing thorough system documentation and operating procedures before putting the system into operation.

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### CENTRAL PLANNING AND CONTROL OF AUTOMATIC DATA PROCESSING (U)

(U) In a 16 December 1976 memorandum to Executive Advisory Group (EAG) members, the DDCI defined fundamental issues he wished the EAG to resolve in order to improve central management of automatic data processing (ADP) within CIA. He asked the Comptroller and the Director of Data Processing to make joint recommendations on ADP with respect to the first two issues, which were these:

"First, how can we monitor current month-by-month use of the central services provided by the Office of Data Processing (ODP) in such a way as to ensure visibility to top management of the many demands being levied on ODP by Agency components and permit Agency-level decisions to be made on priorities when contentions for limited ODP resources arise?"

"Second, what can be done to improve top management's ability to plan for future ADP resource requirements so that we may assure ourselves that the large ADP budget increases we are experiencing are in the overall interests of the Agency? How can the key ADP investment issues we face be brought forward for top management review so that we may establish guidance for the budget planning process?"

(U) The third issue related to centralization vs. decentralization of ADP in the Agency. The DDCI memorandum stated this issue as follows:

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"What balance should we be striving to achieve between centralized and decentralized computer facilities. I understand that there are many complex balances involved, including dedicated vs. massive machines, distributed vs. central processing, and decentralized vs. centralized systems development."

(U) A joint paper was written by the Comptroller and Director of Data Processing on the first two issues. The EAG agreed to the recommended actions, which were:

a. (U) The EAG will establish a deliberate ADP budget during the CIA Program review in June, focusing broadly on the functional use of ADP and major ADP investments--the key computer projects of Agency components that will spend over \$250,000 on ADP during the program year, ODP-support projects which are expected to cost over \$250,000, ODP expansion plans, and important new projects identified by components.

b. (U) During the operating year, the EAG will perform a thorough, systematic review of the cost effectiveness of all major projects which are currently supported by central services of the Office of Data Processing.

(U) The Offices of the Comptroller and Data Processing have been developing procedures to carry out the recommendations of the first two issues. The current status is as follows:

(FOUO) An Agency ADP budget was prepared by the Comptroller and included in the proposed FY-79 Agency Program Plan



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which was reviewed and approved by the EAG. This ADP budget included the resources identified in individual component budgets and major ADP projects estimated to consume \$250,000 of ODP central services resources. The projected cost of these major projects accounted for 60% of the proposed ODP budget in FY-79. This cost was distributed to individual component budgets to present an overall ADP budget by consumer Office. The remaining 40% of the ODP budget was identified as program-wide support.

(FOUO) Starting in December 1977, approximately 20 ODP major projects will be reviewed by the EAG. After the customer office presents its major projects to the EAG, the EAG will either approve or disapprove the use of ODP's resources at the level requested in FY-78. In order to determine the resources required to support each major project, ODP sent out a questionnaire to customer Offices. From the information contained in the responses to the questionnaire, ODP is preparing an ADP Project Decision Form for each major project. This form (sample attached) will be provided to the EAG prior to the major project review. In addition to the requested resources, the ADP Project Decision Form will provide a project description, objectives, benefits, impact statement of reduced resources, and impact statement on ODP reserve capacity.

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(U) The Director of Data Processing made recommendations in response to the third issue (centralization vs. decentralization) to the EAG in July 1977. These recommendations were approved and are pending implementation. A summary of these recommendations follows:

- a. (U) Minicomputers should continue to be employed by the Agency where they offer a cost/effective alternative to the central system.
- b. (U) Responsibility should be assigned for providing Agency-wide technical support to offices considering ADP systems, especially minicomputers.
- c. (U) Responsibility should be assigned for providing Agency-wide long and short term ADP planning.
- d. (U) Responsibility should be assigned for formulating ADP policy for the Agency and for representing the Agency's interests to external organizations.
- e. (U) Responsibility should be assigned for conducting a feasibility study of an Agency-wide ADP professional career service.
- f. (U) Resources should be provided to fulfill the above responsibilities as assigned.

(U) Anticipating that the EAG will assign responsibility to ODP for many if not all of these areas, the Director of Data Processing has directed his Management Staff (ODP/MS) to begin planning how ODP will assume these responsibilities.

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The most critical of these areas is ODP's role in providing technical support to offices considering ADP systems, especially minicomputers. ODP/MS is currently drafting a proposal defining ODP's role in this area. It should be coordinated and approved by January 1978.

(U) Other areas in which ODP has assumed central ADP policy and coordination roles are:

1. (U) Reviewing and approving procurement proposals for ADP equipment, software, and services.
2. (U) Compiling and forwarding CIA comments on FIPS ADP standards.
3. (U) Inventorying CIA ADP equipment and personnel.
4. (U) Drafting staff studies for DCI and ADDCI on issues involving ADP.
5. (U) Coordinating reuse or disposal of CIA excess ADP equipment.

TITLE \_\_\_\_\_ USER \_\_\_\_\_

DESCRIPTION

OBJECTIVES

BENEFITS (SAVINGS AND OTHER)

FY 1978 REQUIREMENTS FOR ODP CENTRAL SERVICES

IMPACT OF REDUCED RESOURCES

IMPACT ON ODP CENTRAL SERVICES

COSTS	FY 1975	FY 1978
	FY 1976	FY 1979
	FY 1977	FY 1980
	FY 1978	

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## REVISED CIA REGULATION ON ADP MANAGEMENT (U)

(U) A revised Headquarters Regulation, [REDACTED] Automatic Data Processing (ADP) Management has been submitted to Regulations Control Branch for Agency-wide coordination. This regulation emphasizes the control and review of ADP expenditures through

- o incorporating the decisions of the Executive Advisory Group (EAG) to review large ADP programs,
- o specifying ADP Control Officer duties, (ADP Control Officers are appointed in each office using ADP resources. These officers serve as a point of coordination in ADP matters.)
- o granting approval authority to the Office of Data Processing for specified ADP procurements.

(U) This regulation, once coordinated, will document the Agency's compliance with policies, regulations and guidelines for federal government ADP procurement and management.

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## SUPPORT FOR THE ANALYST'S FILE ENVIRONMENT (SAFE) PROJECT (U)

(FOUO) ° CIA and DIA plan to install large online computer networks, called SAFE (Support for the Analyst's File Environment) to aid intelligence analysis and production. In CIA STATINTL SAFE will serve some [REDACTED] intelligence analysts who will be performing a large variety of interactive tasks from workstations distributed throughout CIA buildings in the Washington, D.C. metropolitan area. Such tasks as reading daily message traffic, making key word searches of the data base, or preparing and coordinating intelligence reports, are typical of projected user activity.

(FOUO) ° The SAFE systems are expected to be ready for operational use in 1981 and a two phase program is planned to achieve operational status by that time. The first phase STATINTL is called the Design Competition Phase, and the second is the System Acquisition Phase. Two contractors, [REDACTED] [REDACTED], have been selected from competitive bidders to perform concurrent design studies culminating in the submission of proposals, in July 1978, for the System Acquisition Phase. The CIA/DIA Joint Project Management Office will select one of the two contractors to perform the System Acquisition Phase work, expected to take about three years. (See also SAFE/ADISS section.)

(FOUO) ° Significant progress has been made in two technical development areas that are critical to SAFE's success. The

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first is wideband data communications and the second is automated high speed text search. Research and development in these areas are continuing concurrently with SAFE development.



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S A F E / A D I S S     I N P U T  
F O R  
D C I   A N N U A L   R E P O R T

On 29 September 1977 the Director of Central Intelligence endorsed the Acting Director of Defense Intelligence Agency's proposal that a Joint SAFE/ADISS Project Management Office be established. The Project Management Offices's objective is to effect cost savings through joint development and procurement of CIA's SAFE (Support for the Analyst's File Environment) System and DIA's ADISS (Advanced Defense Intelligence Support System).

The DCI's endorsement concluded a fourteen month CIA/DIA joint commonality study initiated by a Congressional recommendation issued during the FY-77 Budget Hearings. Congress directed that CIA and DIA develop comparable analyst information systems with maximum commonality and thus cost savings.

The significant milestones and joint CIA/DIA actions that preceded the DCI's endorsement are as follows:

- o Briefings and Documentation Exchange -  
During September and October 1976, coordination with DIA was initiated with the exchange of

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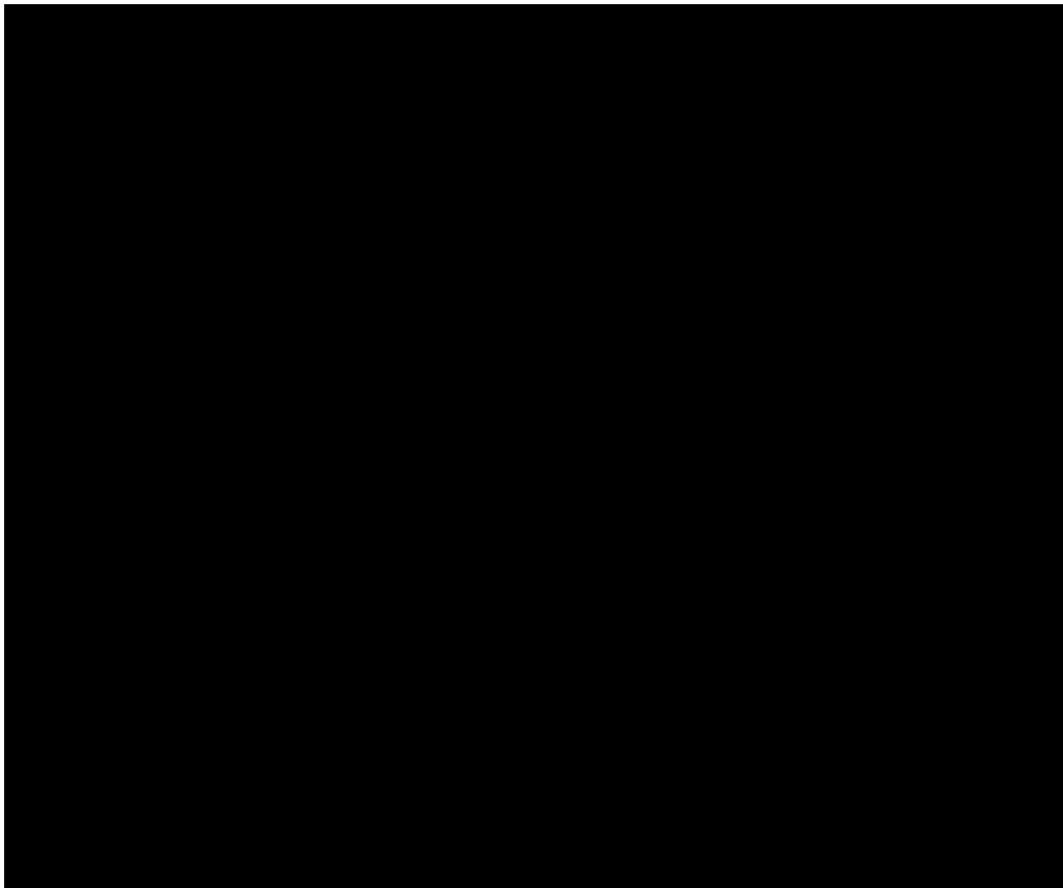
familiarization briefings and documentation so that potentially suitable project activities for joint development and procurement could be identified.

- o Cursory Commonality Examination - Meetings held during November 1976 resulted in the identification of six potential areas of project activity suitable for joint development that offered good prospects for cost savings. Weekly meetings were scheduled through December 1976 for further consultations on system similarities and differences.
- o Joint Management Plan Attempt - The cursory commonality examination surfaced a need for a more formalized approach to manage the joint development effort. A draft Joint Management Plan was developed and coordinated at the working level in the SAFE and ADISS Project offices. This Joint Management Plan effort was terminated when the decision was made by the DCI to form a joint project management office.

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- o SAFE/ADISS Working Group - In June 1977, the DCI approved an Intelligence Community Staff recommendation to establish a SAFE/ADISS Working Group under the direction of the IC Staff including representatives of CIA, DIA, NSA and IHC/ICS. The task of the Working Group was to prepare a staff study on how to establish a Joint Project Office. This effort was concluded during the Fourth Quarter of FY-77.

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- o AD/DIA and DCI Initiatives - After reviewing the results of the [REDACTED] and Working Group efforts, on 30 August 1977, the Acting Director, DIA forwarded a proposal to the DCI recommending that management of the ADISS Project be consolidated under the existing SAFE Project Office.

On 29 September 1977, the DCI endorsed the AD/DIA's proposal and tasked the Joint Project Management Office with drafting and coordinating an administrative Memorandum of Understanding for joint signature by 1 December 1977 and to prepare an accompanying Project Management Plan also for approval by 1 December 1977.

- o Project Reviews and Coordination - Consistent with the executive agreement, from June through September 1977 the ADISS and SAFE Project Offices participated in SAFE's process for selecting two contractors to perform SAFE's Design Competition and in reviewing ADISS' system definition study.

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- o Development of the Memorandum of Understanding and Management Plan - The consolidated Project Management Office principals are currently preparing the Memorandum of Understanding and Management Plan in accordance with the executive agreement.

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GIM-II USERS GROUP (U)

(U) ° GIM-II (Generalized Information Management System, Version II) is the current online version of a data base management system (DBMS) developed under contract by [REDACTED] for CIA. It combines into one system several highly desirable and useful data base management features, some of which are available in other commercially-available DBMS's, and some not. At CIA, GIM-II runs on IBM 360/370 series equipment under IBM's Operating System. It can and has been modified [REDACTED] to run on other computer systems.

(U) ° Since GIMS-II was developed under contract for a federal agency with government funds, [REDACTED] market GIMS as proprietary software. [REDACTED] must make the system available to any government agency that wants it, but is under no obligation to provide installation, maintenance, or training for this software without a specific contract from an agency to do so. CIA has entered into such contracts [REDACTED] from time to time to provide software maintenance and system training.

(U) ° When other government agencies became aware of GIM-II, they wanted to avoid duplicating CIA's contracts and developing incompatible versions of GIM-II. Therefore, several agencies formed a GIM-II Users Group in early 1977. CIA computer specialists joined the group as a major

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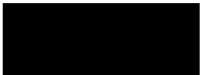
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participant in March 1977 at the Group's third meeting.

Other major participants come from FAA and the FBI.

(U) ° The purpose of the GIM-II Users Group is to provide a mechanism through which mutual effort can be expended to improve GIM-II and its utilization in the government. The Group seeks to avoid duplication of effort in reporting and solving system and software problems and to develop useful utilization techniques. The Group meetings serve as a useful forum for exchanging information and making contacts with computer specialists in other government agencies.

(U) ° As an outgrowth of its participation, CIA has provided other member agencies with copies of unclassified GIM-II software modules and documentation. Recently, CIA has begun to enroll employees from other agencies on a space available basis, in CIA-conducted training in GIM-II. CIA is currently the only source of such training other



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CARTOGRAPHY AUTOMATION (U)

(U) CIA's Office of Geographic and Cartographic Research (OGCR) has taken a pioneering approach to and a leading role in the area of automation in cartography. In the past ten years, it has produced two world data banks of geographic coordinates, and has continually upgraded its associated Cartographic Automatic Mapping (CAM) program, currently in its fifth edition. Using the world data banks as input, CAM software can produce computer magnetic tapes to plot maps of the international boundaries, internal boundaries, rivers, coastlines, islands, and lakes of world countries in any of 18 map projections and in a wide variety of map scales and physical map sizes. In an attempt to share these unclassified resources, World Data Bank I was made available to the public through the Department of Commerce's National Technical Information Service (NTIS) in 1972. World Data Bank II and CAM - Fifth Edition were delivered to NTIS for public distribution during the summer of 1977. (Sample maps can be found in any CIA-produced Atlas.)

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## ADP TRENDS AND CHANGING ENVIRONMENT (U)

(C) It is clear that Central ADP Services will continue to face an increasing demand from users. Dramatic improvement in both hardware and software technology has resulted in offering an ever-widening population [REDACTED] have access) greatly expanded capabilities and timely, reliable service.

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(FOUO) For example, the availability of relatively inexpensive disk storage devices and computer terminals has led users to demand interactive online access to their data, in some cases 24 hours a day, 7 days a week. Terminal installations have grown from a total of 100 in 1970 to over 1,000 expected by 1979, including overseas locations.

(C) We expect the use of minicomputers, both attached to central systems and stand-alone, to increase. Distributed data processing networks are being actively studied and tested. We have consolidated file holdings of common interest and made them available, via terminals and data management systems, to an increasingly wide population of CIA users and, in some cases, cross-Community users. The existing [REDACTED] and the developing SAFE system are examples of cross-Community systems. Other CIA systems, such as name checking, counter-terrorist files, [REDACTED] serve Community purposes.

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(U) A trend toward services which transcend the interests of individual CIA components is clearly evident and inevitable.

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But this trend in a need-to-know, compartmented, intelligence information environment presents a new set of problems. Technical and physical security problems and the communications problems associated with computer networks and multi-computer, multi-access and multi-security levels, have no easy short term solutions; thus, interdisciplinary groups of computer, security, and communications specialists have been formed to work out these problems.

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